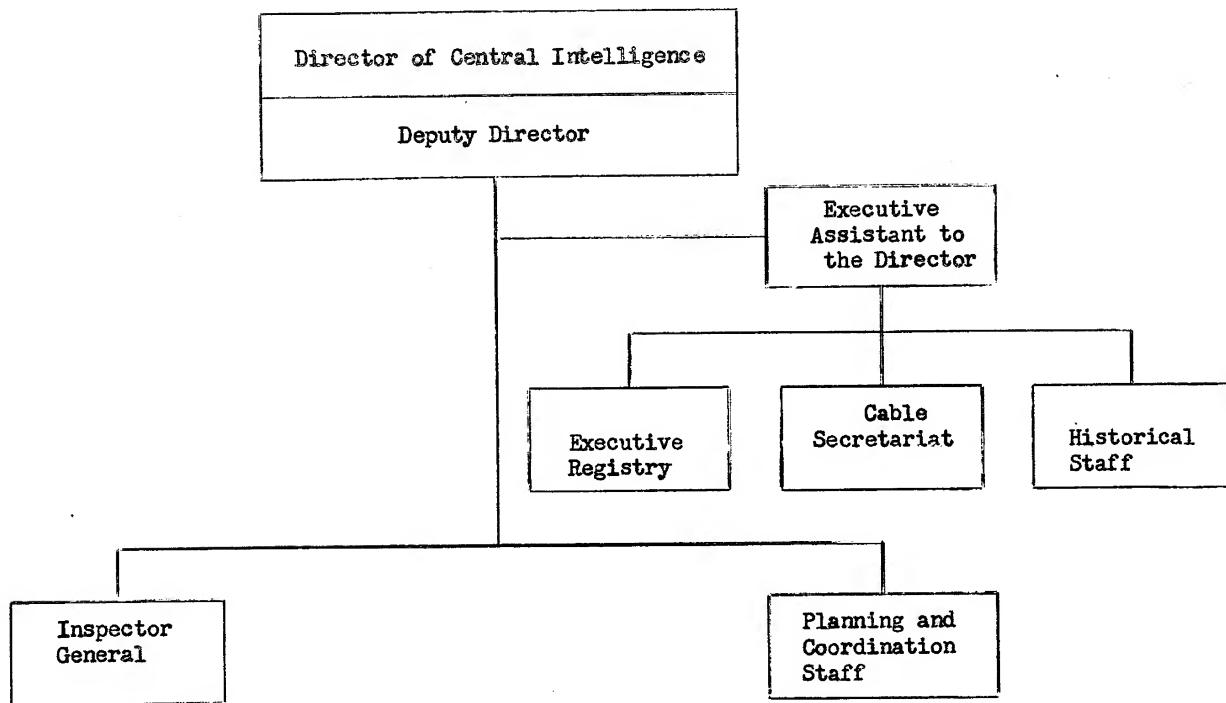


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OFFICE OF THE DIRECTOR



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30 September 1955

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OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

The Director of Central Intelligence directs all activities of the Central Intelligence Agency. For the purpose of coordinating the intelligence activities of the several government departments and agencies in the interest of national security, it is the Director's responsibility, under the direction of the National Security Council, to advise the Council in matters concerning such intelligence activities of the government departments and agencies as related to national security; make recommendations for coordination of such intelligence activities of the departments and agencies of the government as relate to the national security; correlate and evaluate intelligence and provide for its appropriate dissemination within the government using, where appropriate, existing agencies and facilities; perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally; to protect intelligence sources and methods from unauthorized disclosure; direct such analysis as may be necessary to determine which functions in the fields of national intelligence are not being presently or adequately performed; act for the National Security Council in coordinating all Federal foreign intelligence activities related to the national security to ensure that the over-all policies and objectives established are properly implemented and executed; and to perform other functions and duties related to intelligence affecting the national security as the National Security Council or the President may from time to time direct. In addition, the Director of Central Intelligence serves as intelligence advisor to the National Security Council, Chairman of the Intelligence Advisory Committee, Chairman of the United States Communications Intelligence Board, and member of the Operations Coordinating Board.

The Deputy Director of Central Intelligence assists the Director in the performance of his duties and acts as the Director in the absence of the latter. He also serves as Chairman of the Watch Committee, a permanent subcommittee of the Intelligence Advisory Committee.

Inspector General

The Inspector General is charged with conducting investigations throughout the Agency on behalf of the Director and with inspecting throughout the Agency the performance of missions and exercise of functions of all CIA offices and personnel.

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OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT (Cont'd):

Planning and Coordination Staff

The Special Assistant for Planning and Coordination assists the Director of Central Intelligence in planning and coordinating intelligence activities and Agency operational activities relating to national security.

The Planning and Coordination Staff develops and recommends policies and plans for the coordination of intelligence activities and Agency operational activities relating to national security; furnishes guidance regarding the long-range plans of the Agency; advises and assists in achieving effective collaboration in the Federal Intelligence Community; reviews and evaluates the effectiveness of coordination within the Federal Intelligence Community; coordinates and reviews Agency external research projects; and performs other related duties as the Director of Central Intelligence may require.

Executive Assistant to the Director

The Executive Assistant to the Director is charged with directing the activities of the Executive Secretariat and performing such other duties as may be assigned by the Director and the Deputy Director.

Executive Registry

The Executive Registry renders service to the Director and his assistants in the receipt, control, distribution and disposition of intelligence material and administrative documents flowing through the executive offices.

Cable Secretariat

The Cable Secretariat disseminates CIA cables within Agency Headquarters and provides continuous Clandestine Services Duty Officer coverage.

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OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT (Cont'd):

Historical Staff

The Historical Staff has been engaged in writing the history of the Central Intelligence Agency from its inception.

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OFFICE OF THE DIRECTOR

Statement of Accomplishments and Objectives

Major Accomplishments and Significant Developments During 1955:

Inspector General

The Inspector General staff conducted 8 major surveys and 11 special studies during fiscal year 1955. These investigations and inspections resulted in assuring the Director that there was satisfactory performance of the missions and exercise of the functions of most of the offices. In a few instances, a regrouping or realigning of functions was required to achieve a more satisfactory and efficient and economic performance. A substantial number of minor studies and investigations were also made.

Planning and Coordination

This function involves planning and coordinating intelligence activities and Agency operational activities relating to national security. Some of the accomplishments for fiscal year 1955 were:

Examined the production of intelligence on international communism and obtained agreement from the State Department on arrangements for increased production.

Obtained IAC approval on policy covering the controls over the dissemination and use of intelligence and intelligence information.

Assisted in the establishment of the Social Science Research Group for the coordination of external research. Specific research has been coordinated and steps taken to clarify for all agencies the responsibilities for research and the relationship of external research to internal research.

Provided leadership and substantive assistance in the preparation of the periodic National Intelligence Estimate "Status of the Soviet Atomic Energy Program."

Assisted in the preparation of legislation on classification of atomic energy intelligence information and exchange of such information with other nations.

Participated in basic planning on "Peaceful Uses of Atomic Energy."

Continued supervision of the [redacted] project.

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OFFICE OF THE DIRECTOR

Statement of Accomplishments and Objectives

Major Accomplishments and Significant Developments During Fiscal Year 1955 (Cont'd):

Cable Secretariat

25X1 A cable control procedure was instituted ~~which prevents misdirecting or misplacing messages.~~ Several management improvements were made to increase efficiency and effectiveness. Some are: consolidation of files to save space and paper, use of conveyor belts to save time, adoption of a standard grade of ditto paper to assure clear copy, and peak run courier service to avoid bottlenecks in the handling of messages.

Objectives for the Fiscal Year 1956 and Fiscal Year 1957:

Inspector General

The overall objective is to provide a complete investigation and inspection of agency office activities within a three year cycle. In line with this objective, it is anticipated that 7 major surveys will be conducted in fiscal year 1956 and 8 in fiscal year 1957.

Planning and Coordination

Some of the objectives for planning and coordination are:

Continue guidance, support, and representation functions in connection with the various research groups and advisory panels with which the agency is connected.

Examine and make recommendations on CIA war plans.

Undertake, providing suitable arrangements can be made, a program of fundamental research in psychological warfare and unconventional warfare. 25X1

In the atomic energy field:

- a.
- b.
- c. Strengthen the mechanism for inter-agency coordination of atomic energy intelligence and the estimates of Soviet progress in atomic energy. 25X1

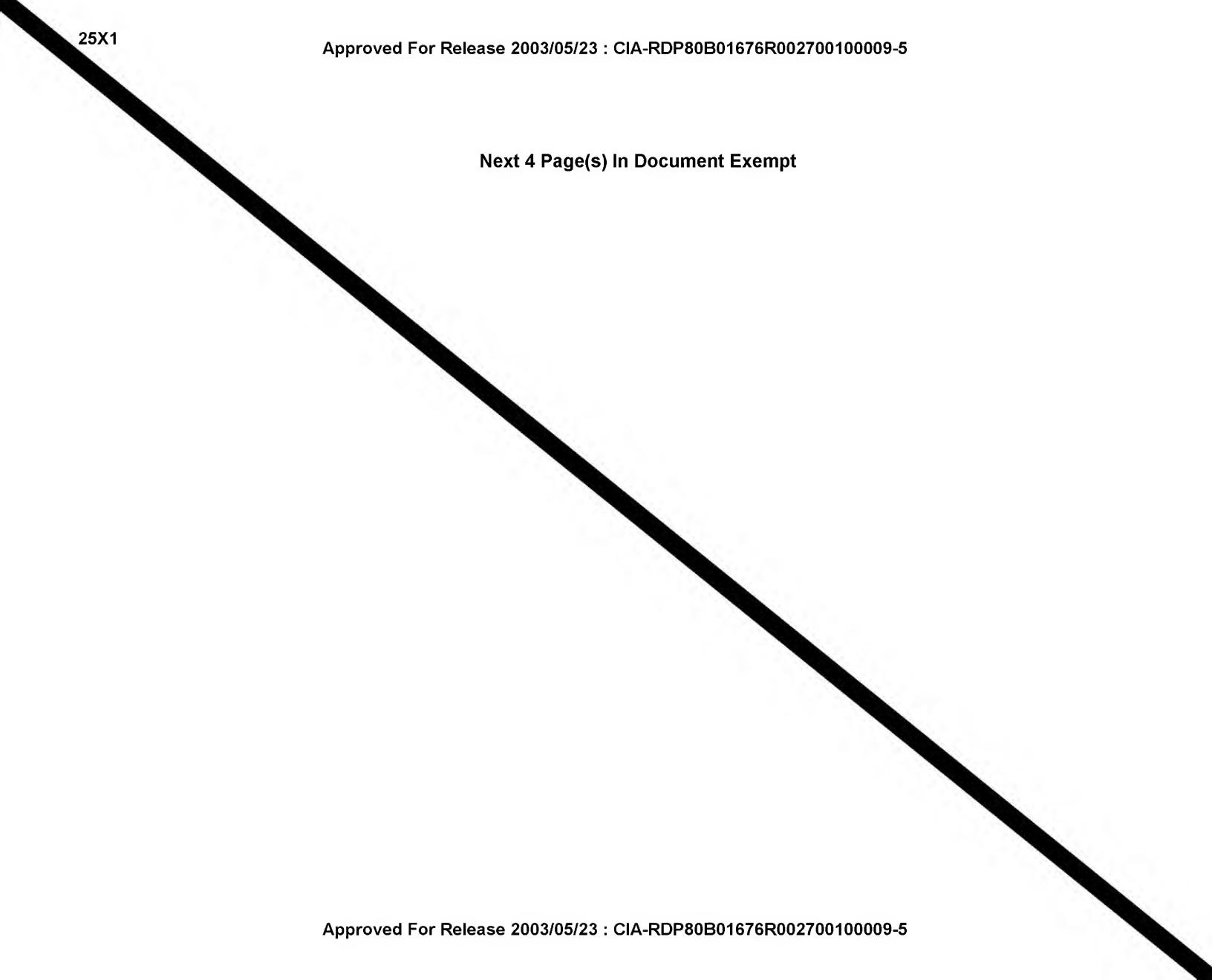
Cable Secretariat

The Cable Secretariat will continue operations of an Agency-wide cable service.

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